

RHODE ISLAND
DEPARTMENT OF CORRECTIONS
COVID-19: Staff Isolation Protocols
Last Updated: 12/15/2020

Please be advised that the information contained in this document changes rapidly. As a result, this document is updated often; therefore, you should ensure no changes have been made since you last referenced or printed it. Also, please keep in mind that RIDOC determines quarantine, isolation and testing decisions based on RIDOH and CDC guidelines and recommendations; ***however***, RIDOC is unique as it is considered a congregate living setting and has a varied nature of work that employees conduct on a daily basis, thus there are multiple factors that contribute to this decision making. RIDOC routinely consults with the RIDOH to determine the best course of action based upon these factors and the individual circumstances surrounding an exposure. ***Your situation and circumstances are not the same as anyone else's; therefore, many decisions are made on a case-by-case basis.***

No one shall enter any RIDOC facility who is COVID-19 positive or has COVID-19 like symptoms.

For all staff required to isolate, supervisors will determine the type of time required to be charged (personal/sick/vacation or administrative leave) and whether job duties can be conducted through telework.

- Isolate for 10 days from the date you tested positive, **if** you do not have symptoms. For those who have, or who develop symptoms, isolation begins from the start of symptoms.
- Notify your supervisor
 - Supervisors shall notify the designated person who is tracking staff quarantine and isolation information.
 - Provide your supervisor with the shift(s) and location(s) you have worked in the 48 hours prior to your test being done or your symptoms starting and the names of anyone you have been in close contact with.
 - Contact tracing information must be sent to your supervisor as soon as possible after you receive a positive test result and/or you develop symptoms.
- Notify your primary care physician (PCP)

In order to return to work on your Eligible Return to Work Date you must **be fever-free** for at least 24 hours **and** have not used fever reducing medications (i.e., Aspirin, Acetaminophen or Ibuprofen).

- Individuals with underlying health conditions, or those that are immunocompromised, should discuss return to work with their PCP to ensure they are no longer contagious or at risk for serious health complications related to the COVID-19 virus. If you are unsure if this category applies to you, please contact your PCP.

Upon return to work, you must wear an N95 mask for an additional 10 days following your return to work.

- For those who tested positive for COVID-19, you will not need to test again until 90 days after your isolation period has ended
- If you do not return to work on your scheduled return date, your supervisor shall send an email to the designated person who is tracking staff quarantine and isolation information with responses to the following questions, as applicable:
 - Why didn't the individual return to work as scheduled?
 - What, if any, is the new return to work date?
 - If the individual is eligible to telework, will they be?

Please Note: If your scheduled return to work date is on one of your regular days off, you do not need to report to work until your next regularly scheduled workday.

GENERAL ISOLATION GUIDELINES

If you have tested positive for COVID-19 or have COVID-like symptoms follow these guidelines.

Health Checks

- **Take your temperature** with a thermometer **every morning and every night, and anytime you feel like you might have a fever.**
- **Watch for symptoms** such as fever, respiratory illness (cough, sore throat, runny nose, shortness of breath), mild flu-like illness (fatigue, chills, muscle aches) and/or loss of taste or smell.
- **Write** your temperature and symptoms in a log.

Contact your healthcare provider immediately if you develop worsening of symptoms.

Protect Others

Designate a room for your exclusive use – a bathroom, too, if possible.

- Disinfect every surface you cough on or touch as it could become contaminated with the virus.
- At a minimum, keep your distance (at least 6 feet) from others in your home.

Masks If you must be around other people — in your home, or in a car, because you're on your way to see a doctor (only after you have called) — you should wear a mask and make sure anyone near you is wearing a mask.

Hygiene If you cough or sneeze, you should cover your mouth and nose with a tissue and discard the used tissue in a lined trash can and immediately **wash your hands with soap and water for at least 20 seconds.** Even if you haven't coughed or sneezed, you should **wash your hands frequently**, and avoid touching your eyes, nose and mouth, if you haven't just washed them.

Disinfect Don't share dishes, drinking glasses, cups, eating utensils, towels or bedding with anyone (including your pets). Wash these items after you use them. Countertops, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets and bedside tables are considered "high-touch surfaces" — wipe them often with a household cleanser.

Best Practices

- Stay home unless absolutely necessary!
- Do not take public transportation, taxis or ride-shares
- Do not have any visitors to your house during this time
- If you need to seek medical care for other reasons, call ahead to your healthcare provider and tell them **you are under COVID-19 isolation.**
- If you have a medical emergency, call 911. Tell them your symptoms and that you under COVID-19 **isolation.**